

Georgia WIC Program

VENDOR MAIL | *Vendor Updates*



Office of Vendor Management

March 2016

Vendor Mail is published by the Georgia WIC Office of Vendor Management and made available to all authorized WIC vendors. The resource contains information related to pertinent vendor updates, policy changes, technical assistance and other relevant material. **Vendor Mail** is easily accessible through the Vendor Information page at dph.georgia.gov/vendor-information.

We encourage you to share this resource with all personnel involved in the administration of WIC benefits.

NOW ACCEPTING NEW VENDOR APPLICATIONS THROUGH MAY 31, 2016

The application submission period is now open. Visit the WIC Program website at dph.georgia.gov/vendor-information to review the WIC vendor selection criteria and retrieve required documentation. To avoid delays, please ensure all submitted documents are accurate and complete.

The current submission period is:

March 1, 2016 – May 31, 2016

Note: All application packets must be postmarked May 31, 2016 or earlier, or the packet will be returned to the applicant unprocessed.

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Vendor Corporate Reauthorization— Three-Year Agreements

All authorized three year agreements conclude **Sept. 30, 2016**.

Current agreement holders are now completing reauthorization for the next agreement period. The following minimum requirements must be met in order to be extended a new three-year agreement for the period of **Oct. 1, 2016 to Sept. 30, 2019**:



- ⇒ Reauthorization Training attendance by at least one (1) representative (to include a required post-test score of 80 percent or better)
- ⇒ Successful completion of a scheduled on-site pre-approval visit for each store location seeking authorization as Oct. 1, 2016

SUBMISSION TO THE VENDOR RELATIONS UNIT

- ⇒ Completed training checklist certifying the subsequent training of each store location seeking authorization
- ⇒ Completed one (1) Vendor Application, one (1) W-9 form, one (1) Corporate Information Form
- ⇒ Completed Corporate Attachment for each store location to be authorized as of Oct. 1, 2016
- ⇒ RD1062 and Sales Tax Certificate for each store location to be authorized as of Oct. 1, 2016
- ⇒ Copy of Food Sales License for each store location to be authorized as of Oct. 1, 2016
- ⇒ Copy of SNAP Permit for each store location to be authorized as of Oct. 1, 2016
- ⇒ ACH Form for each store location to be authorized as of Oct. 1, 2016

Reminder: To avoid contract expiration, each current 3 year agreement holder must meet all program requirements prior to the conclusion of the current contract agreement ending on Sept. 30, 2016. Only a fully executed WIC Vendor Agreement (signed by both the Georgia Department of Public Health and your organization) will constitute a reauthorization.

Annual Training—Two-Year Agreements

All authorized WIC vendors must be trained annually.



Current **two-year agreement holders** (Oct. 1, 2015 – Sept. 30, 2017) must complete annual training prior to the end of the Federal Fiscal Year on Sept. 30, 2016.

More details are forthcoming!

Georgia WIC Issued Vendor Stamps ONLY

REPRODUCTION OF THE VENDOR STAMP IS STRICTLY PROHIBITED

- ⇒ Food instruments (vouchers) stamped with an unauthorized vendor stamp (any stamp not issued by Georgia WIC) will not be paid.
- ⇒ Vendors who redeem food instruments stamped with a reproduced stamp may be subject to investigation for fraud, maybe subject to a claim for restitution and are subject to termination of the vendor agreement.
- ⇒ Vendors will be held responsible for the unauthorized use of the vendor stamp by their paid or unpaid owners, officers, managers, agents and employees.
- ⇒ If the inkpad dries out, it is the vendor's responsibility to replenish the removable pad. Use only black liquid ink that is specifically designed for stamping mechanisms.
- ⇒ The vendor stamp is not transferable to another location or individual.
- ⇒ The vendor stamp must be kept in a secure location at all times.
- ⇒ Lost, stolen or damaged stamps must be reported to Georgia WIC immediately.
- ⇒ Return damaged stamps to the Office of Vendor Management.
- ⇒ For replacement stamps or any vendor related concerns, contact the Office of Vendor Management at (404) 657-4470.



Payment of WIC Food Instruments

To assure payment of WIC Food Instruments and Cash Value Vouchers (CVV), please observe the following practices:



1. Food instruments must be accepted on the “First Day to Use” date through the “Last Day to Use” date
2. An authorized WIC vendor stamp must appear on the food instrument when deposited
3. Vouchers must be deposited within 60 days of the “First Day to Use” date
4. The amount of purchase is entered in the “PAY EXACTLY SPACE”, in black ink
5. A signature is obtained, in ink, at the time of purchase after the amount has been placed on the food instrument
6. No CHANGE is given for purchases less than the face value of the CVV
7. No TAX is charged on purchases less than the face value of the CVV

Vendor Compliance

Georgia WIC monitors authorized vendors for compliance according to the terms outlined in the agreement.



When any authorized WIC vendor is found to be in violation of federal regulations or Georgia WIC policy, a sanction consistent with the severity and nature of the violation will be assessed.

Georgia WIC will notify a vendor in writing when an investigation reveals an initial incidence of a program violation for which a pattern of incidences must be established to impose a sanction before another violation is documented, unless Georgia WIC determines that notifying the vendor would compromise an investigation.

A **pattern** is established when the same violation occurs at least twice.

To avoid an adverse action:

- ⇒ review written warning notices carefully
- ⇒ consult the Georgia WIC Program Vendor Handbook
- ⇒ make every effort to improve operational controls
- ⇒ implement corrective actions
- ⇒ call the Vendor Relations Unit for technical assistance

GERBER UPDATES

Gerber Graduates Infant & Toddler Formula Discontinuation

Effective April 2016, Gerber Graduates Gentle, Gerber Graduates Soothe and Gerber Graduates Soy formulas will be discontinued.

Introduction of Stage 2 and Stage 3 Gerber Good Start Formulas

The following Gerber Good Start formulas will be introduced in 2016:

- 1) **Stage 2** Gerber Good Start Gentle Powder Infant Formula
- 2) **Stage 2** Gerber Good Start Soothe Powder Infant Formula
- 3) **Stage 3** Gerber Good Start Soy Powder Infant & Toddler Formula

Gerber Good Start Infant Formula Portfolio Transition to Non GMO Ingredients

The Gerber Good Start portfolio has transitioned to a line of full-term infant formulas that are not made with genetically engineered ingredients (non-GMO). These non-GMO formulas can be easily identified by the new labeling.

Gerber Good Start Infant Formula Portfolio Label Update

The universal product codes (UPCs) on Stage 1 Gerber Good Start Gentle, Gentle for Supplementing, Soothe and Soy formulas have remained the same, thus both the old and new labels are redeemable through WIC vouchers during this transition period. Gerber Graduates Soy, which will be replaced by Stage 3 Gerber Good Start Soy, is the exception. This product will receive a new name, label and UPC.

ABBOTT NUTRITION UPDATES

Label Change: The words “Expert Care” are being removed from the following product labels:

- 1) Similac NeoSure (All NeoSure Products)
- 2) Similac for Diarrhea (only available in Ready to Drink)
- 3) Similac Alimentum (Ready to Drink)

Note: Changes will not impact the formulation, reconstituted ounces, pricing or UPC data.

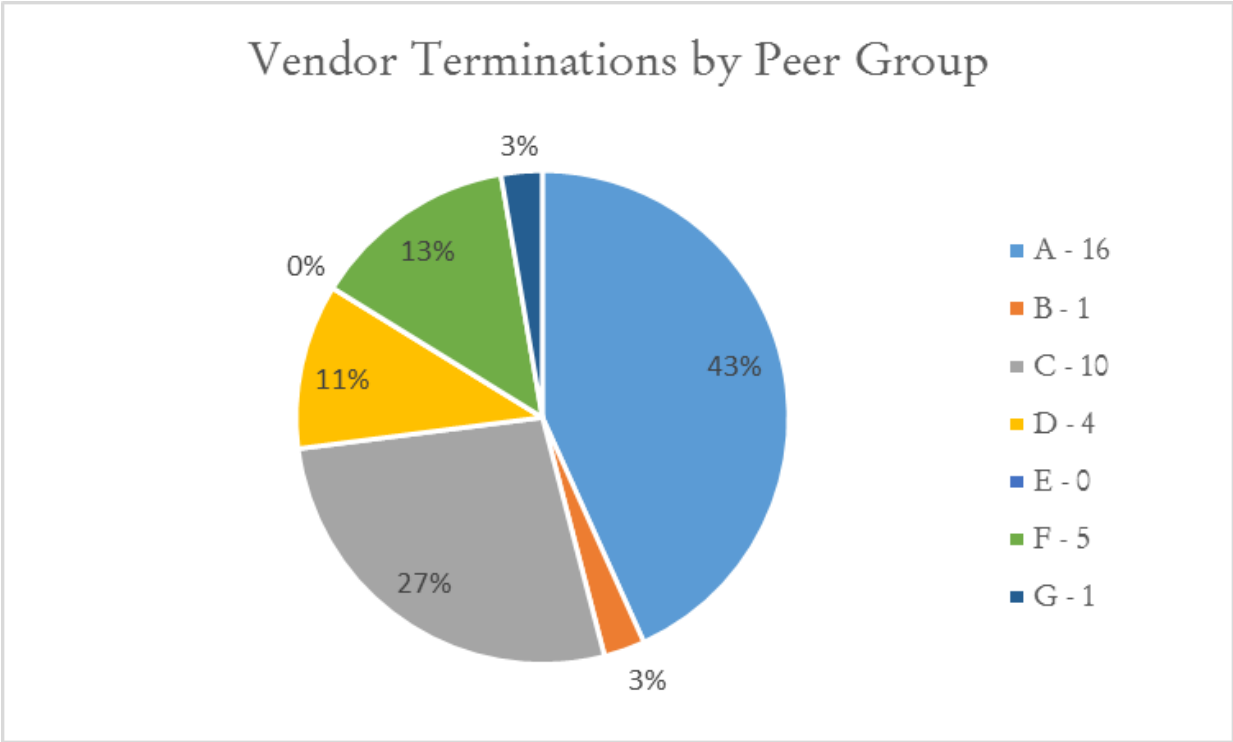
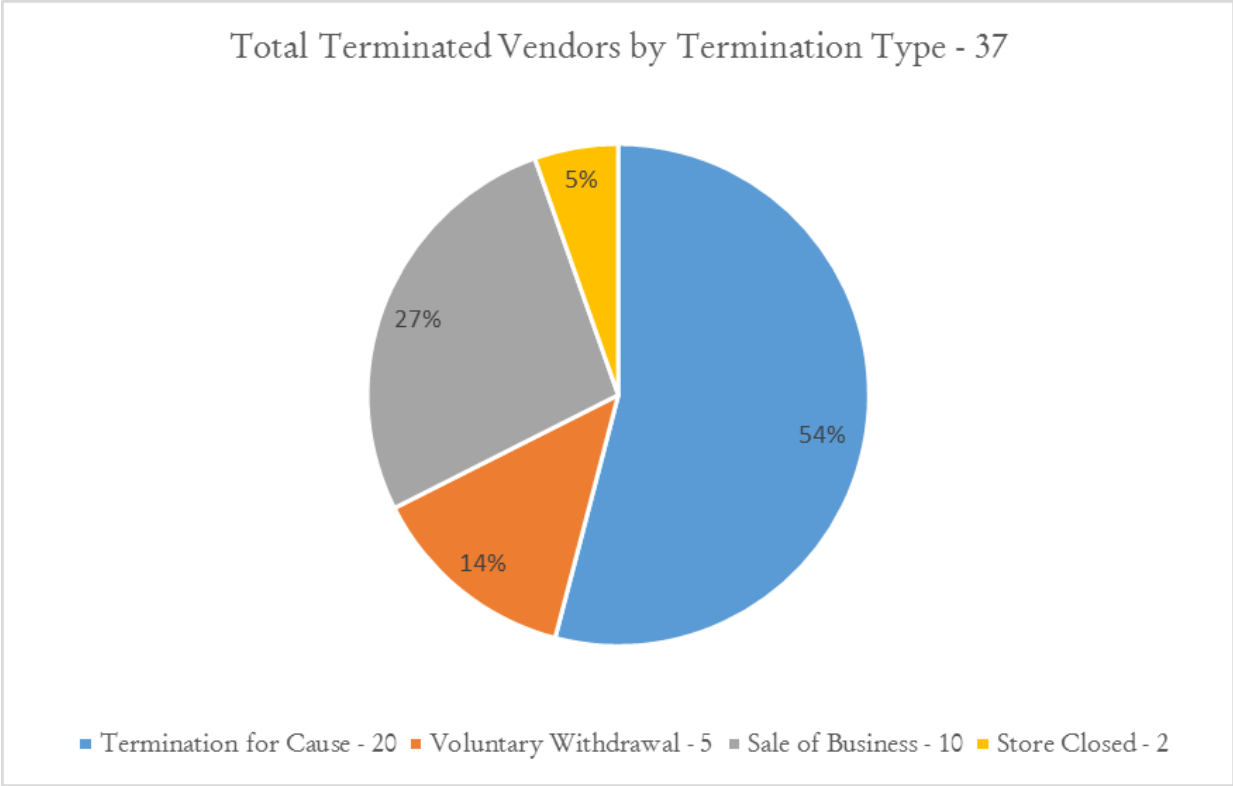
March 2016: Availability of new labeling for retail

Size Change: 16 ounce Similac Alimentum (powder) is being converted to 12.1 ounces can (powder).

Interested in recommending products to the WIC Approved Foods List?

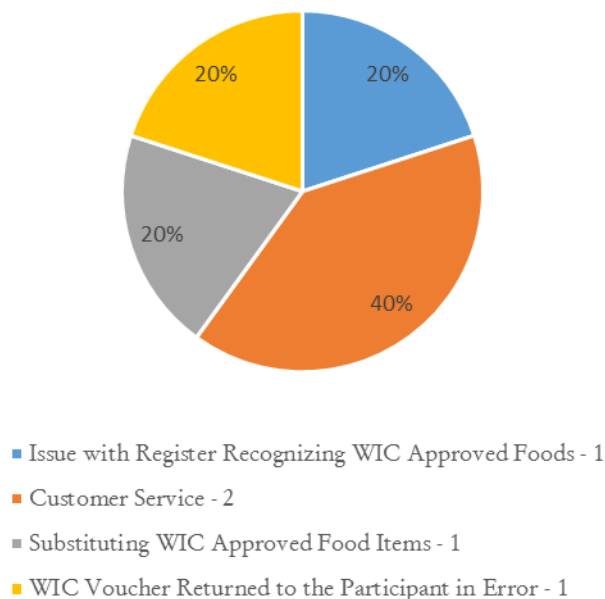
Contact the Vendor Relations Unit
(404) 657-2900

Vendor Performance at a Glance FFY 2016 Quarter 1



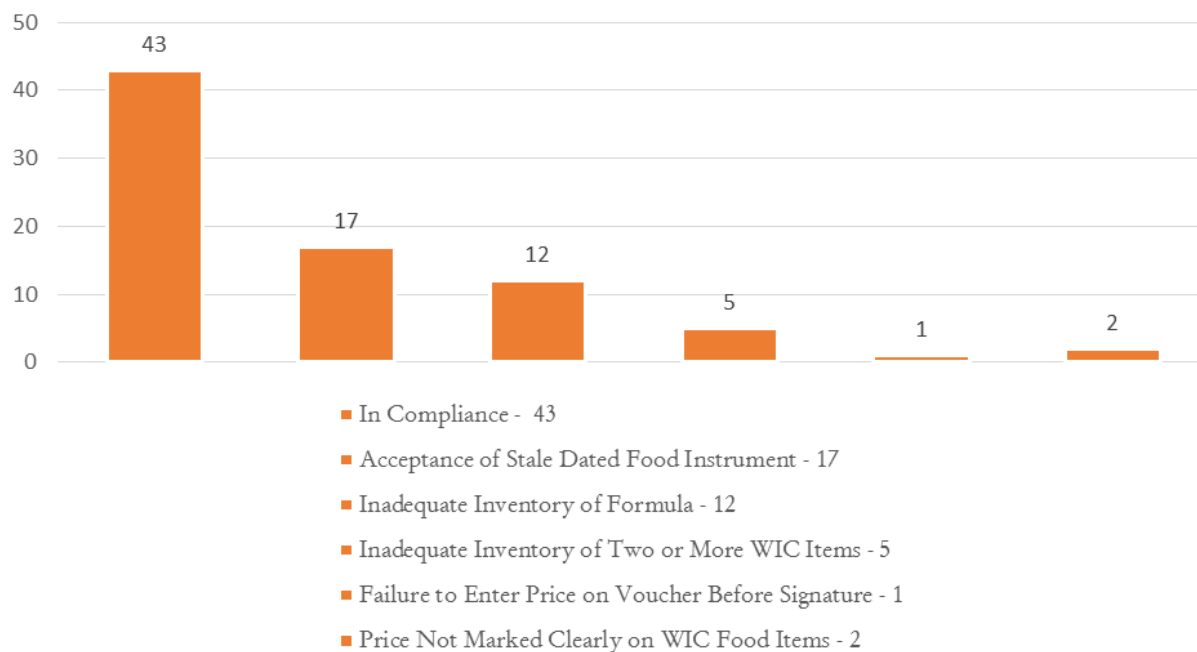
Vendor Performance at a Glance FFY 2016 Quarter 1

Total Participant Initiated Complaints - 5

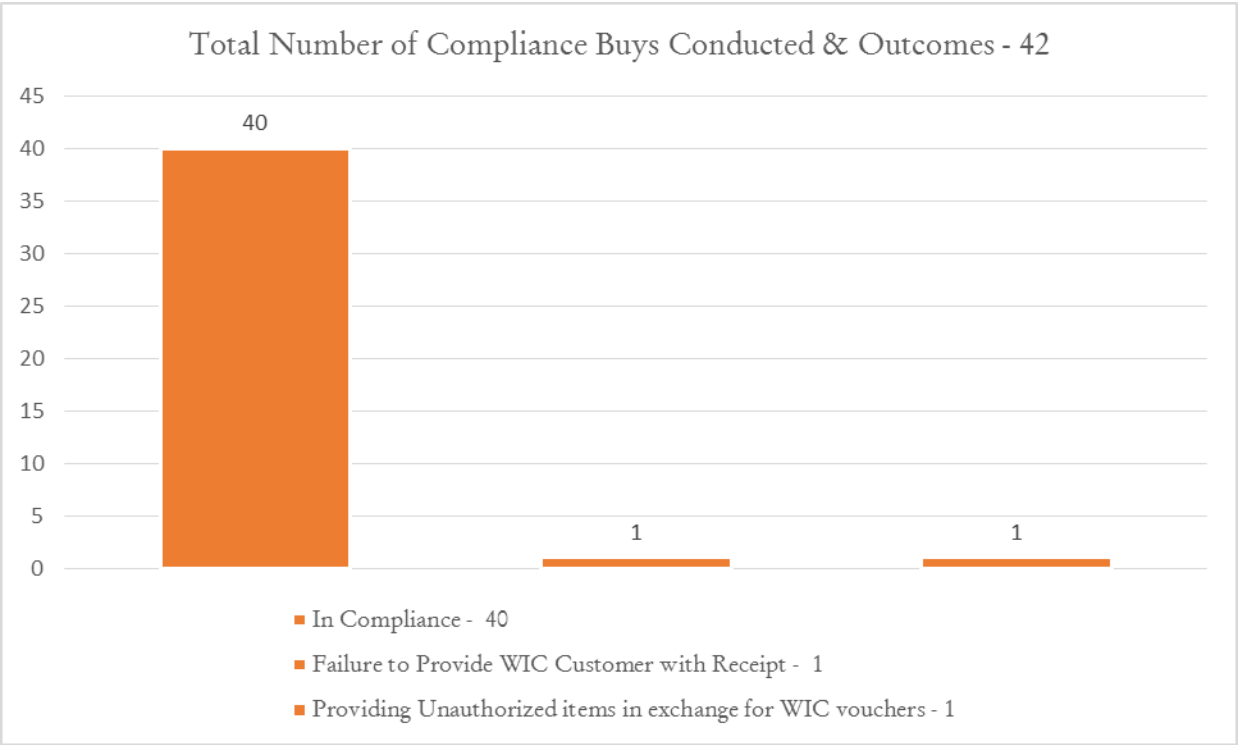


Compliance Statistics for FFY 2016 Quarter 1

Total Number of Monitoring Visits Conducted & Outcomes - 83



Compliance Statistics for FFY 2016 Quarter 1



Georgia Department of Public Health

Georgia WIC Office of Vendor Management

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10th Floor
Atlanta, Georgia 30303-3142
404-657-2900

Customer service hotline: 1-866-814-5468
(toll free within Georgia)

dph.georgia.gov/vendor-information



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